

**GOVERNMENT OF THE VIRGIN ISLANDS
APPLICATION FOR AN ADVANCE
(GENERAL ORDERS, CHAPTER 5)**

Revised 06/02

Applicant Information

(All Advances in excess of \$1,000 require a Surety)

Name	<input type="text"/>	Date	<input type="text"/>
Social Security Number	<input type="text"/>	Employee Number	<input type="text"/>
Address	<input type="text"/>		
Telephone	Home <input type="text"/>	Work (Extension)	<input type="text"/>
Department/Ministry	<input type="text"/>	Amount Requested	<input type="text"/>
Post	<input type="text"/>	Monthly Salary	<input type="text"/>
Type of Advance	Special Circumstances <input type="checkbox"/>	Leave <input type="checkbox"/>	Medical <input type="checkbox"/>
		Local Study <input type="checkbox"/>	Overseas Study <input type="checkbox"/>
Employment Status	Permanent and Pensionable <input type="checkbox"/>	Contract <input type="checkbox"/>	Temporary <input type="checkbox"/>
Contract Officers	Commencement Date <input type="text"/>	Expiration Date:	<input type="text"/>
Outstanding Advance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Balance (if applicable)	<input type="text"/>
Reason for Loan	_____		

	_____ Applicant's Signature		

Comments/Verification/Recommendation

Head of Department _____	

Verification of Employment Status	Signature
Director of Human Resources/Commissioner of Police/Chief Education Officer _____	

_____ Signature	

Surety Information

Name	<input type="text"/>	Social Security No.	<input type="text"/>
Mailing Address	<input type="text"/>		
Employer	<input type="text"/>	Post/Job Title	<input type="text"/>
Total Obligations (Rent, Loans, etc.)	<input type="text"/>	Salary	<input type="text"/>
By signing I have confirmed that the above information is accurate and can be verified and in the event that the applicant cannot meet his/her obligation I will be fully responsible.			
_____ Surety's Signature			

Ministry of Finance, Economics And Development Planning Use Only

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments _____
_____	_____
Financial Secretary	